ARTHI SELVARAJ

29/F1, Sridevi Apartment
Ngr Street, Varadharajapuram
Singanallur, Coimbatore-641045
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Objective:

To enhance my knowledge in a challenging environment that confers me with opportunities to explore my abilities to contribute to the organization and society

Educational Qualification

- Pursuing Ph.D in Management at PSGR Krishnammal College for Women
- MBA in Hospital Management with **First Class** at Bharathiar University, Coimbatore
- Bio-Medical Engineering with **Distinction-9.14 CGPA** at Sri Ramakrishna Engineering College, Coimbatore
- Higher Secondary Course with **90.5%,** Kadri Mills Higher Secondary School, Coimbatore
- SSLC with aggregate of **86.7 %** , Sri JayendraSaraswathiVidyalaya Matriculation Higher Secondary School, Coimbatore

Experience:

- Assistant Professor – Dr.N.G.P. Arts and Science College (May 2018 – May 2020)
- Assistant Professor – The TIPS Global Institute (July 2017 – May 2018)
- Quality Manager & NABH Coordinator – GEM Hospital (April 2015– May 2017)
- Hospital Management- MARS Hospital (September 2012 – February 2015)

Key Responsibilities:

Dr.N.G.P. Arts and Science College :

- **Subjects Handled:** Hospital Information System, Hospital Architecture & Maintenance , Hospital Operations Management, Hospital Records Management
- Member in IQAC, NAAC, ICON CLUB, INNOVATION CELL, EDC
- Organized 15 guest lectures and 4 field trips for students in 2018-2019
- Awarded with **Best Tutor** and **Best Mentor** in 2019

The TIPS Global Institute:

- **Subjects Handled:** Medical Records, Hospital Information System, Hospital Architecture & Maintenance , Hospital Allied Services, Case Analysis – Practical's

- Coordinating Personal competency classes for students
- Awarded with **Academic Excellence** from The TIPS Global Institute in 2017
- Organized 12 Guest Lectures for students in 2017 – 2018
- Organized 6 Field Trips for students in 2017-2018

GEM Hospital & Research Centre (P) Ltd:

- Development of SOPs/ Manuals/ Policies/ Forms and Formats and ensuring implementation and compliance by working with clinical and non clinical heads
- Implementing NABH Standards across various departments of the hospital
- Conduction Quality External & Internal Audits of **NABH & ISO**
- Monitoring key quality indicators
- Knowledge of Quality Standards, Process & Procedures
- Gap Analysis with Corrective and Preventive Action Report
- Patient Satisfaction Analysis
- Conducting Mock drills on crisis management
- Quality based trainings to all employees
- Coordinating and documentation of all the 14 committee meetings.

Achievements:

- Awarded with **Best Tutor** and **Best Mentor** from Dr.N.G.P Arts and Science in 2019
- Awarded with **Academic Excellence** from The TIPS Global Institute in 2017
- Successfully completed **NABH Internal Assessor** course in 2016
- Successfully completed **NABH Reaccreditation Audit** in 2015
- Successful completed **ISO Surveillance Audit** in 2015
- Successfully completed **ISO 9001:2015 Recertification Audit** in 2016
- Successfully completed **NABH Surveillance Audit** in 2016

MARS Hospital (P) Ltd:

- Commencement & Incorporation of MARS Hospital and MARS Holdings (P) Ltd
- Organizing Annual General Body Meeting and other committee meetings
- Website maintenance of MARS Hospital Ltd and SARAS Foundation
- Preparation of manuals and documentation
- Coordinating with accounts for annual filing & income tax filing
- Follow-ups with architect, builders & banks
- Evaluation of medical equipment dealers
- Coordinating with Government procedures (LPA, land valuation) & licenses

- Coordinating with Land valuation process
- Managing the apartments and other properties

SARAS Foundation Charitable Trust:

- Conducting social activities of SARAS Foundation Charitable Trust with Coimbatore Traffic Police
- Organizing meeting for charitable events
- Active participation in Road Safety week 2014

Co-curricular & Extracurricular activities:

Paper presentations:

- **AN OVERVIEW OF CYBERATTACKS IN BANKING INDUSTRY** , National Conference on Challenges in Modern Banking , Dr. G. R. Damodaran Collge of Science, Coimbatore , 29-Aug-18
- **I Prize** in TECHKOSMOS'11, a National Level Technical Symposium at Sri Ramakrishna Engineering College, Coimbatore
- **I Prize** in EFFERENT 2K11, a National Level Technical Symposium at Tamilnadu College of Engineering, Coimbatore
- **II Prize** in INNOWAR-2K11, a National Level Technical Symposium held at SVS College of Engineering, Coimbatore

Membership and Affiliations:

- **Member** of the **IEEE** Student branch of Sri Ramakrishna Engineering College
- **Activities Co-ordinator** of Women in Engineering (WIE) of the IEEE Student branch of Sri Ramakrishna Engineering College

Personal Information:

Father's Name	**:** Late. Mr..Selvaraj
Mother's Name	**:** Mrs. S. Kala
Spouse Name.	: Mr. Karthikeyan
Date of Birth	**:** 28.08.1990
Languages Known	**:** English, Tamil, and Kannadam
Programming Languages	**:** Basics of C, C++, VC++ and VB

Date: 03-02-2024 Signature

Place: Coimbatore (**S.Arthi)**